

Here are some **emergency contact cards** for you to distribute to your staff. Simply fill in the phone numbers, allocate responsibilities and then hand them out. These should be laminated, or placed in a plastic pocket, and kept on staff at all times.



Emergency Contacts

Emergency.....000
 24 Hour Medical Centre.....
 SES (Storm & Flood).....132 500
 Crime Stoppers.....1800 333 000
 Insurance.....
 Lawyer / Solicitor.....
 Owner.....
 Manager.....
 Media Spokesperson.....

REMEMBER!

1. ASSESS
2. RESPOND
3. COMMUNICATE
4. EVALUATE
5. RE-ASSESS

My responsibilities:



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